

Equipment Donation/Disposal Release

(equipment donation disposal release 2009)

I, the undersigned Amarillo Datasafe, Inc. “customer”, hereby signify my understanding and agreement to the following as conditions in regards to computer equipment presented to Amarillo Datasafe, Inc. for the purpose of disposal/donation.

(Initial each line and sign at the bottom)

1. _____ Only equipment that may be recycled, reused and/or made ready for donation will be accepted.
2. _____ All equipment donated will NEVER be sold.
3. _____ All equipment left with Amarillo Datasafe becomes the property of Amarillo Datasafe and is NO LONGER the responsibility of the previous owner.
4. _____ Any and all costs incurred with the proper disposal of any equipment provided by the “customer” to Amarillo Datasafe, will be incurred by Amarillo Datasafe upon transfer of the equipment.
5. _____ Amarillo Datasafe will recycle, reuse and/or make ready for donation, within reason, all equipment provided.
6. _____ All data will be securely erased prior to being recycled, reused and/or made ready for donation.
7. _____ Once equipment is made ready for donation, Amarillo Datasafe will make arrangements to have the equipment donated to an appropriate non-profit organization.
8. _____ Data erasure is the process of overwriting data bits on a hard drive or other media.
9. _____ **Once securely erased, the files will not be recoverable, even by a data recovery professional!**
10. _____ **All secure erasures are performed to the U.S. Department of Defense (DoD) standard for hard drive sanitization as specified in the 5220.22-M operating manual.**
11. _____ **Amarillo Datasafe, Inc. will not charge for this service when the equipment will be recycled, reused or made ready for donation.**

_____ **I understand all of the above and accept responsibility for services rendered.**

Signature: _____

Printed name: _____ Date: _____

Office use:
